Office of the Treasurer
JOB OPPORTUNITY
Summer Worker
Pension Fund Management Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Elm Street, Hartford, CT 06106

Job Posting No: **11202SW**

Hours: 8 am – 5 pm

Salary: $10.10 - $11.00

Closing Date: May 16, 2014

The Office of the Treasurer has one (1) full-time Summer Worker position available in the Pension Funds Management Division.

Examples of Duties:

Works with senior staff in reviewing vendor performance and investment activity; assists with fiscal year-end reporting; Conducts research, reviews investment proposals, and attends monthly Investment Advisory Council meetings. Perform additional duties as needed.

Knowledge, Skills and Abilities:

Knowledge of Microsoft Office Suite; ability to operate office equipment, ability to work independently or in a team as required; possess strong work ethic; highly motivated, organized and able to meet deadlines; excellent interpersonal, analytical, verbal and writing skills; and ability to understand and carry out oral and written instructions.

Eligibility Requirements:

(1)**.** College course work in Finance, Economics, Accounting and/or other educational background relevant to functions of the division.

(2). Undergraduate/Graduate applicants must be in good academic standing.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12) to:

Office of the Treasurer
Attn: Gail Crockett
55 Elm Street
Hartford, CT 06106
Fax: (860) 702-3003
Gail.crockett@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.